Oregon



Entered the Union 1859

Population (est. 1994):

3,086,000 Rank: 29/50

Land Area (square miles):

96,003 Rank: 10/50

State Historical Records Coordinator:

Roy C. Turnbaugh, State Archivist Archives Division, Office of the Secretary of State 800 Summer Street, NE, Salem, OR 97310

Telephone: (503) 373-0701 Internet: roy.c.turnbaugh@state.or.us

ARCHIVES AND RECORDS PROGRAM	FINANCES
State Archives Established: 1946 State Records Management Initiated: Archives and Records Management Placement Secretary of State, Archives Division	Total State Govt Expenditures (1993): \$7,684,558,000 Total Budget, Archives and Records Management (FY 1994): \$1,650,000 Percent of Total State Expenditures Allocated to Archives and Records: 0.021 % State Archives and Records Management funding has decreased over last 2 years.

STAFFING		#*	
State Government FTEs (1992): 49,704		Number of Archives/Records FTEs per 1000 State FTEs:	
Archives & Recor	ds FTEs (1994):	0.42	
Total Archives	21 T	Average earnings for all full-time state employees (Oct. 1992): \$31,284	
Records Mgt 7 Other 7	Mgt 7 7	Salary ranges for entry level professionals Archivist \$21,480-28,164	

HOLDINGS				
State Archives Paper records Microfilm (total Films, videos, a	24,017 0 1,972 100,000	cu. ft. cu. ft. rolls items	Records Center Paper record Government 78,463 cu. ft. Microfilm (total no of rolls) 253,000 rolls	

ACCESS TO RECORDS IN STATE ARCHIVES



Reference	services	provided	(FY 1994)

State Archives

Individual daily visits 4,114 Mail requests 3,356

Reference activity has increased over last 2 years.

Services provided free of charge:

Use of reference room

Answers to in-state and out-of-state mail requests E-mail for receiving/responding to reference requests Commercial use of documents/photos

Services provided for a fee:

Photocopies and faxes of documents or finding aids Typed certified copies or exemplifications No new fees have been instituted in last 2 years.

Arrangement and description activities (FY 1994)

Records arranged and described 60,213 cu. ft.* (3,243 series)

*Includes statewide county historical records project.

Descriptions of holdings are provided through:

Networks: RLIN

World Wide Web home page: http://arcweb.sos.state.or.us

Nonelectronic finding aids available at State Archives describe 100% of holdings at record group level and 60% at series level.

Automated finding aids available in-house describe 100% of holdings at record group level and 60% at series level.

Oregon page 2

FACILITIES



State Archives Facilities (rented by State Archives)

Constructed:

Total storage capacity: 50,000 cu. ft.

Percent now occupied:

50%

Will be full in 25+ years

No construction planned

Existing environmental controls (NFPA standards):

100% year-round temperature controls 100% year-round humidity controls

100% fire detection 100% fire suppression **State Records Center**

(rented by State Archives) Constructed: ca. 1936

Total storage capacity: 80,000 cu. ft.

Percent now occupied: 98%

No construction planned.

Existing environmental controls (NFPA standards):

0% year-round temperature controls 0% year-round humidity controls

100% fire detection 100% fire suppression

SERVICES TO STATE AND LOCAL GOVERNMENT AGENCIES

Technical assistance provided by State Archives (FY 1994):

No. completed 36 (local govts)

No. of local government units (1992):

340 school districts 36 counties 240 municipalities 870 special districts Services to state agencies:

Training and consultation

Inventorying, processing, conservation services in

agencies

Services to local governments:

Inventorying, processing, conservation services in agencies State Archives has authority to accept original archival records from local governments.

MICROGRAPHICS



PRESERVATION POLICIES AND SERVICES



There are no centralized micrographics services in Oregon.

State Archives established micrographics standards for government by administrative rule.

Preservation activities by State Archives (FY 1994)

19 cu. ft. of materials rehoused

State Archives has a written preservation plan but does not have a written disaster plan.

State Archives does not have a preservation officer and does not employ a trained, full-time conservator.

AUTOMATED APPLICATIONS



State Archives uses the following automated applications:

Finding aids

MSWord, Html Editor,

Accessioning Inventory control Apple Search FileMaker Pro

FileMaker Pro Records sched FileMaker Pro Correspondence **MSWord** Space mgt

Publications Historic images database Argus/Questor

FileMaker Pro Quark

Electronic Mail

State Archives can communicate within the agency, with other agencies in state government, and with others via the Internet through a government-wide system.

NASIRE reports that Oregon is proceeding through phases in implementing government-wide e-mail.

ELECTRONIC RECORDS



No activity reported.

Oregon page 3

RECORDS-RELATED LEGISLATION, REGULATIONS, AND GUIDELINES



Definition of a record

1989 statute (Oregon Revised Statue 92.005) Includes electronic records but not e-mail.

Public's right to access to government records 1989 statue (ORS 192.420-192.440).

Restrictions to specific classes of records

provided in 1973 statue, time limits vary (ORS 192.496-192.595)

Permanent paper standards

None

Optical imaging standards

Oregon Administrative Rule 166-17-010 - 166-17-080

Admissibility of microfilm

1947 statute (ORS 192.040)

Admissibility of optical images

None

Admissibility of electronic records

Theft/defacement of a public record

1864 statute (ORS 162.305)

Replevin

None

INFORMATION POLICY AND INFORMATION INFRASTRUCTURE INITIATIVES

Information Resources Management

No formal IRM structure in Oregon state government

Information Policy Coordination

No formal Information Policy structure in Oregon state government

Government Information Locator Service

No activity reported

Electronic Access to Government Information and Services

NASIRE reports that Oregon ED-NET manages 2 statewide interactive vido networks plus 1 data network; has conducted pilot public access project via computer; network capacity, services and user base is expanding.

NGA reports that the Department of Employment is developing interactive telecommunication initiatives to allow telecommuting by state employees.

Oregon Online

http://www.state.or.us/ gopher://gopher.state.or.us/

Legislative Information System gopher://gopher.leg.state.or.us/

SPECIAL PROJECTS AND PROGRAM HIGHLIGHTS



State Archives Home Page

The Oregon State Archives maintains a home page on the World Wide Web that provides information about its holdings, historical data on counties in the state, and services to government agencies and potential users. It also provides excellent "hot links" to other WWW sites of interest to records professionals and researchers.

Legislative Committee Minutes on the Web NAGARA Clearinghouse, Spring 1995: 20

Oregon Historical Records Project Completed NAGARA Clearinghouse, Spring 1995: 20

SHRAB ACTIVITIES

 \mathfrak{R}

Statewide Historical Records Planning Project

Undertaken in 1995.

FOR FURTHER INFORMATION





State Archives and Records Management

Roy C. Turnbaugh, State Archivist Archives Division, Office of the Secretary of State 800 Summer Street, NE, Salem, OR 97310 Telephone: (503) 373-0701 Fax: (503) 373-0953

Internet: roy.c.turnbaugh@state.or.us

Oregon page 4

Notes

Program elements included in Archives and Records Management budget and FTE figures: In addition to core elements found in most state archives programs (records scheduling, appraisal, accessioning, processing, archival description and reference, and training), the Oregon budget and personnel figures also cover

- service to local governments
- · records center

The Oregon State Archives must pay space charges for main and auxiliary archives and records center facilities out of its budget. In addition to appropriations, the Oregon State Archives receives funds from fees for services.

Abbreviations/Acronyms

COM Computer output microfilm

COSHRC Council of State Historical Records Coordinators

Full time equivalent staff positions **FTEs** State Historical Records Advisory Board

SHRAB N/A Not available

NAGARA National Association of Government Archives and

Records Administrators

NASIRE National Association of State Information Resources

Executives

NGA National Governor's Association

NHPRC National Historical Publications and Records

Commission

Research Libraries Information Network RI IN SHRAB State Historical Records Advisory Board

Sources

Unless otherwise specified below, all information in this profile was provided by the State Archives and/or Records Management offices in the state. Most 1994 data was collected on the Joint Survey administered by the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Historical Records Coordinators (COSHRC). Additional information was collected from state-issued newsletters and publicity materials, the NAGARA newsletter, Clearinghouse, and interviews with state personnel.

Contact for the COSHRC report: Layne Sawyer, Manager, Archives Division, 800 Summer Street, NE, Salem, OR 97310. Phone: (503) 373-0701, ext. 239.

Estimated State Population (July 1, 1994): Estimates were published in the Census Bureau newsletter, Census and You (January 1995): 3. The numbers include Armed Forces personnel residing in each state.

State Government Finances, Employment, and Earnings Data:

U.S. Bureau of the Census, State Finances: 1993, Public Employment: 1992.

Number of local government units: U.S. Bureau of the Census, 1992 Census of Governments, Government Organization.

E-mail and Information Policy and National Information Infrastructure

NASIRE, "Development of the National Information Infrastructure: Issues of State and Local Governments," Issue Focus Report (April 1994):9, 15; NGA, "Technology Inventory," Government Technology ((May 1995): 36-40, National Assn of State Directors of Administration and General Services, "Survey of Technologies Accessible to State Agencies, Government Technology (May 1995): 52, "Internet Connections to State Government," Government Technology (May 1995):62.